



<b>Classification:</b> Associate Governmental Program Analyst (Limited Term)	<b>Position No.</b> 5400-5393-811
<b>CBID:</b> R01	<b>Office:</b> Energy Systems Research
<b>Date Prepared:</b> July, 2015	<b>Division:</b> Energy Research and Development
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direction and supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of interdisciplinary and/or interdivisional team to plan and implement the R&D public interest energy research program. The goal of the R&D Program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent performs a variety of consultative, complex, analytical, and contract management services to support public interest energy RD&D funding; manages non-technical R&D-related projects; and consults with experts in the field.

## WORKING CONDITIONS

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel is required to attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment using a personal computer and appropriate Energy Commission software such as word processing, spreadsheet and data management programs, electronic mail and Internet browsers. The incumbent will participate in and lead meetings with staff from the Energy Commission and with other agencies.

## DUTIES AND RESPONSIBILITIES

- 45% Project Funding Agreement Development and Review. Individually or as a member of a team, the incumbent will lead R&D staff in the development of the work statement, budget, schedule of deliverables, special conditions, technical and economic objectives to be used to determine project success, and other materials necessary to finalize the funding agreement document for projects within the R&D program. These funding agreements will include, but not be limited to, contracts with public and private entities, work authorizations with universities and state colleges, collaborative research agreements, and memberships. In addition, the incumbent will schedule and lead team meetings with the Legal Office, Contracts Office or Grants and Loans Office and the R&D Project Manager to review and approve completed funding agreement packages. (E)
- 25% Contract Streamlining. The incumbent will work with Contracts Office or Grants and Loans Office and Legal Office to maintain and revise contract, grant, and work authorization templates that the R&D program uses. The incumbent will create new forms and templates, as needed, to streamline the funding agreement process; lead team meetings with the Legal Office and the Contracts Office or the Grants and Loans Office to review any changes; process changes and distribute files to Legal Office and Contracts Office or the



Grants and Loans Office. The incumbent will correct the Project Information Management System (PIMS) database files for future agreements and work with PIMS to update and modify the business application process, as needed. (E)

- 15% Contract Management. The incumbent will prepare the work statement, budget, schedule, and special conditions, and other materials necessary to finalize the funding agreement and contract document. The incumbent will establish and maintain a business relationship with the contractor; approve contract amendments; receive and review contractor's monthly progress reports. The incumbent will verify that all contract terms and conditions have been met before approving invoices, and, if necessary, dispute a particular invoice; review work conducted by the contractor; and make site visits. The incumbent will brief (both orally and in writing) Office, Division, and Commission management on the contract status. (E)
- 10% Research Results Dissemination. Oversees the finalization of the most complex project reports, fact sheets, and other documents to disseminate research results and lessons learned to Energy Commission staff with a focus on transferring information that provides significant public benefits to California and meet the state's energy policies and goals. (E)
- 5% Other Duties as Required. Consistent with the specification of the classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="display: flex; justify-content: space-between;"> <div>Incumbent</div> <div>Date</div> </div> <div>Associate Governmental Program Analyst</div>	<div style="display: flex; justify-content: space-between;"> <div>Jesselyn Rosales</div> <div>Date</div> </div> <div>Energy Commission Supervisor II (TED)</div>